

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. **C-438**

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RECORDS RETENTION AND DISPOSAL SCHEDULE

CALVERT COUNTY

Board of County Commissioners
Planning Commission

Item No.	Description	Retention
1.	<u>MINUTES OF PROCEEDINGS</u> Official minutes include budgets and proceedings on projects before the Commission, arranged chronologically.	Retain permanently.
2.	<u>PLANNING OFFICE GENERAL FILE</u> Project files relating to county plans and programs, commissions, county-owned property, and consultants.	Retain for three (3) years, then destroy, except material having continuing value to the operation of the office.
3.	<u>COUNTY FILES</u> Material relating to various county departments and agencies; reports, studies and correspondence; acceptances, Fire and Rescue Commission papers; utilities, erosion and flood control long range reports; Historic District Commission papers and reports; subdivision and zoning regulations and revisions; tri-county material and legislative files.	Retain for three (3) Years, then destroy, except material having continuing value to the operation of the office.
4.	<u>STATE FILES</u> Material relating to county and state programs and plans including Maryland Environmental Service, Natural Resources, West Chesapeake Basin, Patuxent River Water Quality Management; Public Service Commission regulations, and Department of State Planning and SHA Projects and Plans.	Retain for three (3) years, then destroy, except material having continuing value to the operation of the office.

Schedule approved by Department, Agency or Division Representative

L. Bowley
Signature

Director of Planning

June 22, 1976

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7-6-76

Date

Edwardo Lopez
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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No.	Description	Retention
5.	<u>DEED FILE</u> Copies of deeds to county roads with related papers and notations.	Retain permanently.
6.	<u>SUBDIVISION AND ROAD FILES</u> Case files on subdivision applications with preliminary plans, correspondence and records on bonding and acceptance of roads, issuance of building permits, etc.	Retain for three (3) years, then destroy, except material having continuing value to the operation of the office.
7.	<u>SUBDIVISION AND ROAD CARD FILE</u> Card index of all county roads and subdivisions with reference to recordation, updated periodically with pertinent information.	Retain cards for three (3) years after latest updating, then destroy, except cards having continuing value to the operation of the office.
8.	<u>PLATS AND MAPS FILE</u> Plats and maps of Calvert and adjoining counties, with enlargements of areas of special interest, roads, rivers, bays and other geographical renditions needed in project planning.	Retain plats and maps for three (3) years, then destroy, except plats and maps having continuing value to the operation of the office.